2010-2011
Teacher/Staff and Salary Survey
as of October 1, 2010

❖

Online Instructions

Due No Later Than December 1, 2010

VERMONT
DEPARTMENT OF EDUCATION

IT: Data Management and Analysis
(802) 828-3777

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SYSTEM REQUIREMENTS

Adobe Acrobat Reader (Free Download)

Windows Users – Internet Explorer 5.0 or greater

Use link: https://wave.ed.state.vt.us:4459/forms90/f90servlet?config=tchstf Windows based machines require a j-initiator file to access Oracle applications. If you click on Start button, Control Panel and make sure you are looking at the Classic View, you should see an Icon that looks like the one at the end of this paragraph. This icon means you have the j-initiator loaded on your machine and should be able to access the Teacher Staff Collection. If you do not have the j-initiator, please contact our office at (802) 828-3777 and we will direct you to a downloadable version.

Mac Users – Safari 1.0 or greater

Use link: http://wave.ed.state.vt.us:4459/forms90/f90servlet?config=tchstfmac If you are using a Mac OS 10(X) as an operating system, you have a MR J file on your computer that will enable you to access the Oracle application. However, if you are using a Mac OS 9.x as an operating system and you have not run a DOE application from your machine before you will need a **MRJ_2.2.5.smi.bin** file. Please call the helpdesk and someone will help you get this file and assist you installing it onto your machine. DOE Help Desk (802) 828-3777.
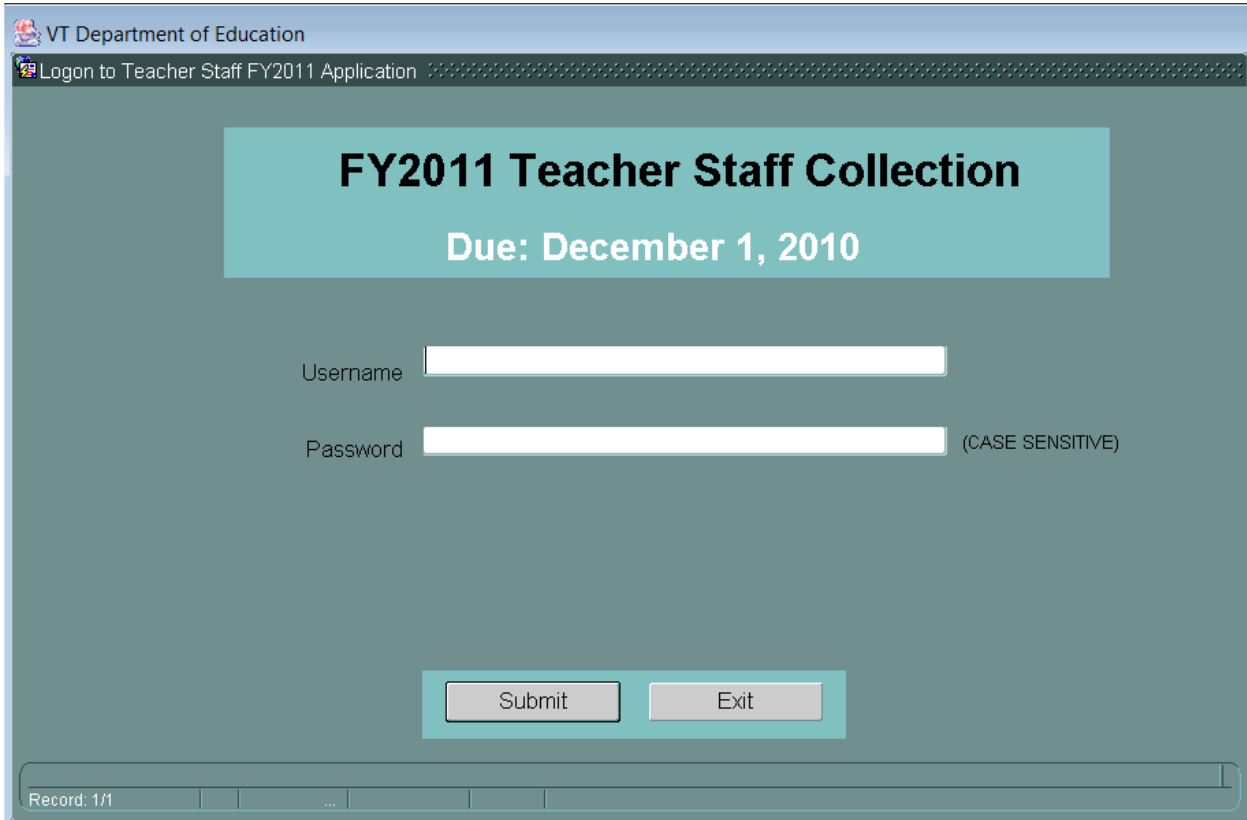
TECHNICAL SUPPORT

Call (802) 828-3777 for assistance with any software problems.

DUE DATE

The Teacher/Staff and Salary Survey is due no later than December 1, 2010.

STARTING THE APPLICATION

Open Internet Browser using the appropriate link from above. Login to the program using the User Name and Password sent to you. The Username and Password are case sensitive.

MAIN MENU OPTIONS

Data Entry

Enter/Edit Staff/Salary Data – This button allows you enter or edit data into a school template or edit data already entered into a school's template.

View Contact Information – This button allows you to view the name, phone number, and e-mail address of the person DOE should contact in the event we have a question about the Teacher Staff data submitted by your school.

Reports

Print Current Year Staff Salary Report – This button allows you to print a report of all data entered for a school. You may print a report at any stage of data entry.

Display Data Reporting Instructions – This button allows you to print out a copy of the data reporting instructions.

Display Software Instructions – This button allows you to print out a copy of the software instructions.

Data Submission

Review Data Submission Checklist – Click to display information relevant to submitting your data.

Submit Data to DOE – Click to display an instruction page on how to submit the Teacher Staff/ Salary data for your school.

Print Certification Report - Print the report, review the data, sign and send the report to the Department of Education.

Exit Application

Exit – This button allows you to exit the application and the data will be saved before exiting.

Data Entry

Enter/Edit Staff/Salary Data

To enter data, select a school from the "Select School" drop down box, and then select a function from the "Select Function" drop down box. The data template for that school and function will appear.

To move between cells you can either click in the appropriate cell or tab through them. The active cell will be highlighted in blue.

View Contact Information

This button allows you to view the name, phone number and e-mail address of the person DOE should contact in the event we have a question about your Teacher Staff data. This information is prefilled; if wrong, please call DOE at (802) 828-3777 to change it.

Reports

Print Current Year Staff Salary Report

Select the "Print Current Year Staff Salary Report" button. A screen with schools on the top will appear. Double click on your school and then click "OK" to print reports for the selected district. You will need Adobe Acrobat Reader in order to view the report.

Display Data Reporting Instructions

Selecting this button will allow you to print out a copy of the data reporting instructions.

Display Software Instructions

Selecting this button will allow you to print out a copy of the software instructions.

Data Submission

Review Data Submission Checklist
1. Data will be saved as it is entered, but will NOT be submitted to DOE until you press the "Submit Data to DOE" button on the Main Menu.
2. Reports provided in this application are provided for your information only and should not be submitted to the DOE. The signature page, however, must be returned to DOE.
3. Once the DOE has accepted submitted data, it cannot be changed without contacting DOE to reset your district. Resetting will allow you to edit the data, but any new data entered will overwrite previously submitted information.

Submit Data to DOE

Select School(s) for Submission to DOE - Click for the instruction page on how to submit the Teacher Staff data for your school. Click button labeled "Show all schools" to select your school for submission to DOE by double clicking on the School ID or name. Double click again to de-select. When the next screen appears, click on "Submit to DOE".

teacher staff data FY11 certification signature report

OrgID	Staff Category	FY10 FTE	FY11 FTE	FY10 Sal	FY11 Sal	FY10 Avg Sal	FY11 Avg Sal
PS008	101	.00	.00	0	0	0	0
	102	1.00	1.00	51,466	5,146,600	51,466	5,146,600
	103	4.00	4.00	191,379	191,279	47,845	47,820
	104	.00	.00	0	0	0	0
	105	1.00	1.00	42,090	42,090	42,090	42,090
	107	3.00	3.00	58,256	58,256	19,419	19,419
	108	.00	.00	0	0	0	0
	201	.00	.00	0	0	0	0
	202	1.00	1.00	12,275	12,275	12,275	12,275
	203	.00	.00	0	0	0	0
	204	.00	.00	0	0	0	0
	205	.00	.00	0	0	0	0
	206	.00	.00	0	0	0	0
	207	1.00	1.00	29,400	29,400	29,400	29,400
	209	.00	.00	0	0	0	0
	301	1.00	1.00	9,576	9,576	9,576	9,576
	302	.00	.00	0	0	0	0
	303	.00	.00	0	0	0	0
	304	.00	.00	0	0	0	0
	305	.00	.00	0	0	0	0
	306	.00	.00	0	0	0	0
	307	1.00	1.00	23,053	23,053	23,053	23,053
	308	.00	.00	0	0	0	0
	309	.00	.00	0	0	0	0
	311	.00	.00	0	0	0	0
	321	.00	.00	0	0	0	0
	331	.00	.00	0	0	0	0
	401	.00	.00	0	0	0	0
	402	.00	.00	0	0	0	0
	403	1.00	1.00	29,400	29,400	29,400	29,400
	421	.00	.00	0	0	0	0
	501	1.00	1.00	69,000	69,000	69,000	69,000
	502	.00	.00	0	0	0	0
	503	.00	.00	0	0	0	0
	504	.00	.00	0	0	0	0
	505	.00	.00	0	0	0	0
	601	.00	.00	0	0	0	0
	603	.00	.00	0	0	0	0
	604	1.00	1.00	19,500	19,500	19,500	19,500
	605	.00	.00	0	0	0	0
	701	.00	.00	0	0	0	0
	702	.00	.00	0	0	0	0
	703	.00	.00	0	0	0	0
	704	.00	.00	0	0	0	0

I certify that the above data is correct to the best of my knowledge _____ Date

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Print Certification Report

Print the report, review the data, sign and send the report to:
Vermont Department of Education
Data Management and Analysis Team
120 State St.
Montpelier, VT 05620

Exit Application

Exit

Click, "Exit" to exit the online application.